Clemson University Housing & Dining

Spring Finals & Closing

Moving Out Guide

April 26 – May 5

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Important Dates!

Fri., April 26

•Deadline for students to submit a Late Stay request
•24-hour quiet hours begin

Sat., May 4

•24-hour quiet hours end at 10 a.m.

Sun., May 5

•**Communities close at 10 a.m.** for all not graduating or approved for Late Stay

Sat., May 11

•**Communities close at 10 a.m.** for all students
•**Summer school** residents move to new assignments by noon.

Have a great summer! Thanks for living and dining with us!

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How to Check Out

1 Prepare your space for check-out.

In order to check out, your room or apartment must be free of all personal belongings. Once your space is empty, you need to take out the trash, sweep, dust and open the blinds. Remove any stickers you placed on doors, walls, or beds. Place furniture in its original position. If you lofted or bunked your bed, you must take it down and reattach the original headboard. All beds should be left assembled at their original height before checking out. Modular beds should be left with approximately 36" clearance under the mattress.

2 Go with a Resident Assistant (RA) to assess the condition of your space.

Contact your RA as soon as you know your plans, to make a check-out appointment. Appointments should be made by Fri., April 26. *At your scheduled time, the RA will walk through your room or apartment with you, comparing its condition now to its condition at check-in. Your RA will note any damages or missing items, and cleanliness of the space. If your space is not ready for check-out, you will be asked to complete any additional tasks (i.e. cleaning and assembling beds) before leaving.*

3 Check out at the desk for your community.

You will then report to your Community Desk to turn in your room key. ***Please have your TigerOne Card ready for photo identification!*** *The desk staff will complete your check-out process and take your key. You are then finished and may leave. Failure to return your key will result in a $75 lock change.*

! Space Condition:

Normal wear and tear from living in a particular space is expected. Residents will not be accountable for anything that may have occurred through normal everyday use of their space. If you have intentionally damaged or removed something from the space, you can accept financial responsibility or you will be referred to the Office of Community and Ethical Standards.

Contact your RA to make a check-out appointment as soon as you know your plans.

Appointments should be made by Fri., April 26.

Late Stays & Summer School

If you signed a summer school housing contract for Long Summer or Summer 1 you are already granted a Late Stay until **May 11** and will move to your Summer School Housing on **May 11** (before noon).

If you have a special circumstance requiring a Late Stay, you must submit a request at the Late Stay Link between **April 1–26**: http://housing.clemson.edu/early-arrivals/

Please note that not all requests are granted. Have an alternate plan in the event that your request is not granted.

Bed & Micro-Fridge Instructions

Please be mindful of noise when disassembling bunked/lofted beds.

University Housing Beds

All beds should be left assembled at their original height before checking out. Modular beds should be left with approximately 36" clearance under the mattress. If a resident is physically unable to de-loft their bed, they can call Housing Maintenance. These will be de-lofted by Housing Summer Programs and Maintenance on **Mon., May 13.**

If you live in Byrnes, Holmes, McCabe, or Stadium Suites, take all bolts to the Community Desk. All other areas should leave small parts like pins, dowels, bolts, and nuts in the top dresser drawer. Bed rails provided by University Housing should be left attached to the bed.

Micro-Fridges

Micro-Fridges should be unplugged, clean, and dry; the fridge and freezer doors should be left open. **If residents** have moved, they should notify Collegiate Concepts of their new location on campus. If the unit is not in the assigned room, the resident may be charged. If approved for a Late Stay, rented items should be left in the hallway on **Mon., May 6.**